

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC MEMORANDUM
NO. 690-2

9 February 1996

Civilian Personnel

SEPARATION CLEARANCE PROCEDURES

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*This memorandum supersedes AMC-M 690-2, 23 September 1993.

CHAPTER 1

GENERAL

1-1. Purpose. This regulation sets forth responsibilities and procedures for separation clearance of civilian employees.

1-2. Reference. AR 210-10 (Administration).

1-3. Scope. This regulation applies to all civilian employees located at the Headquarters, U.S. Army Materiel Command (HQ AMC) building (5001 Eisenhower Avenue, Alexandria, VA) and activities serviced by HQ AMC, who are departing due to a transfer, resignation, termination, or leave without pay (where employee is not expected to return).

1-4. Definition. Administrative office. Some smaller offices do not have an "administrative office," so this term is meant to include those personnel assigned administrative duties.

CHAPTER 2

RESPONSIBILITIES

2-1. Civilian Personnel Office. The Civilian Personnel Office (CPO) will--

a. Establish and revise procedures in coordination with serviced activities.

b. Notify the supervisor when an employee fails to follow established separation clearance procedures.

2-2. Heads of serviced activities. Heads of serviced activities will--

a. Notify the Chief, Employment Services Division, CPO, of changes to this memorandum through the use of DA Form 2028 (Recommended Changes to Publications and Blank Forms).

b. Develop and publish a procedure detailing any internal clearance requirements.

2-3. Supervisors. Supervisors will comply with the procedures in chapter 3 of this memorandum.

2-4. Employees. Employees will comply with the procedures in chapter 3 of this memorandum.

2-5. Administrative offices. Administrative offices will--

a. Complete the **HQ AMC Form 342-R-E** (per instructions in the appendix).

b. Cover all administrative aspects.

c. Initial the proper block on the form.

d. Instruct the employee to clear all other facilities.

CHAPTER 3

PROCEDURES

3-1. Supervisors. When a supervisor knows that an employee is leaving the HQ AMC building, he/she will--

- a. Inform the employee of the requirements of this memorandum.
- b. Inform the CPO, Employment Services Division, personnel clerk, and the administrative office of the employee's last workday.
- c. Prepare and submit an SF 52 (Request for Personnel Action), documenting the separation through appropriate channels.
- d. On the employee's last workday, refer the employee to his/her administrative office so he/she may begin clearing.
- e. Contact the CPO, Management-Employee Relations Division, for assistance if the employee refuses to clear any of the facilities.
- f. When an employee is unable or unwilling to complete clearance procedures--

(1) Obtain the employee's DD Form 1466 (Building Pass). If unable to obtain, notify the HQ Security Office.

(2) Designate someone to complete clearance procedures on behalf of the employee.

3-2. Employees. Employees will--

- a. Clear on their last duty day.
- b. Physically report to clear all facilities annotated on the HQ AMC Form 342-R-E.
- c. After clearing, return duplicate of HQ AMC Form 342-R-E to supervisor.

3-3. Clearance facilities. Clearance facilities will--

- a. Initial the appropriate block on HQ AMC Form 342-R-E and advise the employee of any obligations.
- b. Notify the employee's supervisor if the employee fails to complete the required obligations.

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3-4. HQ Security Office. HQ Security Office (AMC, Room 1E06, or Pentagon, Room 1B463) will --

a. Retrieve the employee building pass at the next to last stop for clearing personnel as shown on HQ AMC Form 342-R-E, Civilian Personnel Clearance Form. If this block has not been annotated on the clearance form, the CPO will retrieve the building pass and return it, together with a copy of the completed clearance form, to the Security Office.

b. Ensure all individuals execute a Security Termination Statement and Debriefing Certificate (DA Form 2962) upon termination of employment.

3-5. Civilian Personnel Office. The CPO will--

a. Ensure that the employee has cleared all designated clearing facilities. If not, advise employee to finish clearing. (If it appears the employee will not finish clearing, CPO will notify the employee's supervisor.)

b. Ask the employee to sign and date the HQ AMC Form 342-R-E and then the CPO representative will sign and date the HQ AMC Form 342-R-E.

c. File the original HQ AMC Form 342-R-E and inform the employee to return the duplicate to his/her supervisor.

3-6. Administrative office. The administrative office will prepare the HQ AMC Form 342-R-E, as shown at appendix A.

(AMCPE-O-A)

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APPENDIX A

INSTRUCTIONS FOR COMPLETING
HQ AMC FORM 342-R-E

Complete HQ AMC Form 342-R-E (page A-2) as follows:

1. Complete an original and one copy.
2. Complete the top portion of the form:
 - Organization.
 - Employee's name.
 - Employee's grade.
 - Departure Date--employee's last duty day.
 - Reason for Leaving--check appropriate block.
 - New Duty Station--complete only if employee is transferring to another Federal installation.
3. Complete the bottom of the form:
 - Supervisor's name.
 - Supervisor's telephone number.

CIVILIAN PERSONNEL CLEARANCE FORM (AMC-M 690-2)

ORGANIZATION		NAME	
GRADE	NEW DUTY STATION		
DEPARTURE DATE	FORWARDING ADDRESS		
REASON FOR DEPARTURE TRANSFER <input type="checkbox"/> RESIGNATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> LWOP (WILL NOT RETURN) <input type="checkbox"/> TERM APPT. <input type="checkbox"/>			
FACILITY	INITIALS	FACILITY	INITIALS
ADMIN OFC (TURN-IN ARMY CHARGE CARD, AMEX GOVT CARD, FREQUENT FLYERS, ETC)		AUTOMATION SECURITY (COMPUTER ACCESS) - RM 4S18	
TIMEKEEPER		EQUIPMENT MANAGER - RM 4S09 (SUPERVISORS ONLY)	
HAND RECEIPT HOLDER		TECHNICAL LIBRARY - RM 7S35	
KNOWLEDGE/SAFE COMBINATION YES NO IF YES, SEE DIV SECURITY MANAGER		DEFENSE-RELATED CONFLICT OF INTEREST (GS-12 & ABOVE & PROCUREMENT OFFICIALS)* - RM 7E18	
CLASSIFIED DOCUMENTS DIVISION OFFICE CHIEF		CERTIFICATION BY SUPERVISOR THAT SUBORDINATE APPRAISALS HAVE BEEN COMPLETED (ONLY SUPERVISORS)	
MAILROOM - RM G2W07		AMC FITNESS CENTER /HEALTH PROMOTION PROGRAM - RM 7N32 (ONLY CURRENT OR PAST MEMBERS)	
TOP SECRET DOCUMENTS - RM G2C63 (ONLY PERSONNEL WITH TOP SECRET DOCUMENT CUSTODIAN RESPONSIBILITIES)		CPO, TRAINING & DEVELOPMENT RM 7S20	
SPECIAL SECURITY OFFICE - RM G2C63 (ONLY SCI INDOCTRINATED PERSONNEL)		CPO, MGMT-EMP RELATIONS - RM 7S09 (ONLY DUES PAYING UNION MEMBERS)	
CREDIT UNION - LOBBY (0900-1530) (ONLY MEMBERS)		NEXT TO LAST STOP: SECURITY (BADGES/DEBRIEFING) AMC, RM 1E06 OR PENTAGON, RM 1B463	
PARKING MANAGEMENT - LOBBY (ONLY PERMIT HOLDERS)		LAST STOP: CPO, EMPLOYMENT SERVICES - RM 7C22	
ADP EQUIPMENT - RM 4S18			
REMARKS			
SUPERVISOR'S NAME/SIGNATURE		TELEPHONE	
EMPLOYEE'S SIGNATURE		DATE	
CPO REPRESENTATIVE'S SIGNATURE		DATE	